

## LAKES AREA SEWER AUTHORITY

Minutes—June 22, 2009

The Lakes Area Sewer Authority held its regular meeting on June 22, 2009, at 7:00 pm, at the Porter Township Hall.

Commissioners Present: Grib, Oxley, Melko, Johnson, Bitely, Bainbridge, Laski.

Commissioners Absent: None.

Public Comment: None

Motion by Bitely, Support by Grib to approve the agenda as presented, all Ayes—motion passed.

Motion by Bitely, Support by Oxley to approve and place on file the minutes of the Regular Authority Meeting of May 18, 2009 as e-mailed, all Ayes—motion passed.

Smaka and Schuitmaker reported on the status of the project. The sewer rate ordinance does not need to be adopted at this time, but will have to be approved before the closing of the loan. It is best to wait until after bids are received in order to more accurately assess rates. The property agreement with the Village of Marcellus will be considered for approval at the next Village Council meeting on 6/25/09.

A draft of the Freedom of Information Act (FOIA) policies and procedures was presented by Schuitmaker. It was advised that the LASA have these in place in anticipation of receiving FOIA requests for records. It was recommended that the authority adopt the following rates and fees: copying--\$0.25/page (letter and legal size), 9x12 business envelope-\$0.50/ea, 10x13 large envelope-\$0.60/ea, Labor-\$9.00/hr, Postage-actual.

Motion by Bitely, Support by Johnson to approve all rates as recommended, all Ayes—motion passed.

Motion by Bitely, Support by Bainbridge to adopt the FOIA policies and procedures as presented, all Ayes—motion passed.

Motion by Bitely, Support by Bainbridge to appoint LASA Chair, Gerald Melko, as the FOIA Coordinator with LASA Secretary, John Grib, as Assistant Coordinator, all Ayes—motion passed.

Smaka reported that the bids will go out this week and will be advertised in area newspapers. Bid information will also be on the Wightman & Associates web-site. After 30 days, the bids will be opened at the Cass County Building.

Motion by Melko, Support by Bitely to authorize Schuitmaker to sign the DNR application for easements of property, all Ayes—motion passed.

Discussion ensued regarding setting up the billing process for LASA. It was recommended by Melko to set up a committee to research a billing system. Members of the committee will be Oxley and Laski.

Smaka presented a list of bills for approval.

Motion by Oxley, Support by Grib to approve the bills as presented, all Ayes--motion passed.

It was noted that the Townships will need to re-appoint their respective lake representatives on LASA as these terms are for one year and are up in July.

Public Comment: None

There being no other business before the Authority, the meeting adjourned at 8:08 pm.

Next meeting—July 27, 2009 at 7:00 pm.

Respectfully Submitted,

John A. Grib  
Authority Secretary